



# CARDHOLDER GOVERNMENT PURCHASE CARD (GPC) REVIEW CHECKLIST



APPROVING AUTHORITY

PHONE

CDR/DIRECTOR

PHONE

UNIT

Single Purchase Limit \_\_\_\_\_ Monthly Purchase Limit \_\_\_\_\_ Account# \_\_\_\_\_

	Yes	No	N/A
1. Does the cardholder have a letter delegating specified procurement authority from the Chief of the contracting office?			
2. Have ALL credit card personnel; ie, AO's & cardholders, received GPC, ethics & tutorial training every two years?			
3. Does cardholder know and comply with his/her single and monthly spending limits?			
4. What is the ratio of approving official to cardholder (7 cardholders per approving official allowed)			
5. Is the cardholder's monthly spending limit justified by his/her buying activity?			
6. Did the cardholder make any unauthorized purchases? If YES, describe in "Comments" at the end of this review.			
7. Did the AO certify the account in CARE within five business days? See Worksheet			
8. Were AO records in good shape and easy to track?			
9. Did cardholders fill out worksheets for each purchase?			
10. Does the cardholder maintain supporting documents for each purchase?			
11. Did the cardholder rotate sources when purchasing repeat orders?			
12. Did the cardholder obtain all required pre-purchase approvals and authorizations? (Mandatory sources; eagle Mart; BPA)			
13. Is the cardholder splitting requirements? (See worksheet)			
14. Are cardholder purchases entered in the CARE transaction log?			
15. Does the cardholder follow the procedures for disputing transactions?			
16. Are property book receipts attached to purchases?			
17. Did cardholders attach CAPR's as required?			
18. Does AO have an alternate AO?			

## CARDHOLDER REVIEW CHECKLIST, CONTINUED

CARDHOLDER :

CC/DAU DATE:

1.		
2.		
3.		
4.		
5.		
6.		
7.		

DELINQUENCY / CERTIFICATION DATES:


COMMENTS:

[illegible]